



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Weekly Manager's Memo

Date: January 29, 2016

*Jennifer Callaway
for Laurel Prevetti*

Questions regarding the following Items of Interest should be directed to me. As specified by Town Policy, the Mayor or any two members of Council may request consideration of these or any items at a future Council Meeting.

1. Los Gatos Rotary Attendance

The Town was asked to attend and participate in the Los Gatos Rotary program to speak on the Town's priorities, current issues facing the Town, and answer any questions the group may have. On Tuesday, January 26, Directors Morley and Paulson accompanied Assistant Town Manager Jen Callaway to the afternoon Rotary meeting, and served as guest speakers.

Jen Callaway presented information on the Town's Strategic Priorities, with focus areas in 2016 for staff to include Teamwork, Connections with the Community, and Dedication to Public Service. Additionally, priorities include the following customer service statement of the Town:

"All employees consistently go the extra step to deliver highly competent and professional services in a respectful, effective, and transparent manner. Employees engage in open communication, relationship building, and problem solving to provide the best service possible."

Director Morley presented information on current issues facing the Parks and Public Works Department, focused on Town Capital Improvement projects, cut-through traffic, and other general transportation issues. Both Directors Morley and Paulson responded to questions from the group regarding the use of surveillance cameras at intersections, the North 40 (with regard to construction timing and the widening of Los Gatos Boulevard to accommodate increased traffic demand,) and how much collaboration exists with Los Gatos' neighboring communities for projects such as those on Dell Avenue.

Staff appreciated and enjoyed the opportunity to engage with the Rotary members and answer their questions regarding Town services.

2. **Art in the Council Chambers**

A new Art in the Council Chambers exhibit will be installed Friday, January 29, and will be displayed through April 29. The exhibit will feature a small selection of oil paintings from Los Gatos High School advanced art students studying this year with Art Department teacher Mr. Thad Smith. A reception is scheduled for Thursday, February 4, at 6:00 p.m. Please let Janette know if you plan to attend so that she may notify the event organizers and place event details on your calendars.

3. **Library Updates**

Library Director Heidi Murphy has been invited to present at the Northern California Human Resources (HR) Conference on Friday, February 5, in Napa. She will be speaking on Transformative HR, focusing on the power of departmental/HR collaboration in recruiting, training and promoting employees with an alignment to the organization's purpose, vision and values. The focus of the presentation will be on the powerful and positive changes at the Los Gatos Library over the past three years.

The Library is now offering language learning through an electronic resource called "Pronunciator." This product allows members of the public to access a robust set of language courses online 24/7 for free with their library card. With more than 80 languages, there is also a mobile app available to take language learning on the go. Visit the following link to learn more: <http://www.losgatosca.gov/1582/E-Resources#Language>.

Library staff are participating in peer-to-peer training, covering each element of the Library's Strategic Plan. Each Strategic Plan element is assigned to a pair of staff members who then share their knowledge with the rest of the staff. These trainings cover existing projects as well as upcoming goals and projects related to each item. This has been a great way for staff to gain presentation and training skills, while making sure everyone on the Library Team is in the communication loop as we move forward with the Strategic Plan.

Local historian and former Library Director, Peggy Conaway Bergtold, released a new book in December of 2015 focusing on recent Los Gatos history. The book was published as part of the Arcadia series Images of Modern America. The Lions Club invited Peggy to do a presentation on the book and local history at their upcoming February 3 meeting. Library Director Heidi Murphy has also been invited to the same meeting to provide a brief overview of Library services.

4. **Outside Work Permits**

At the October 6, 2015 Council meeting, staff presented information on the Town's Outside Work Permit Program, including the different governing authorities, approval process, and the total number of approved applications to date. Council directed staff to provide quarterly status reports through the Town Manager's Weekly Memorandum. This is the first status report to Council and is for the period from October through December 2015 and includes the December renewal requests. As background information, the Town requires that employees receive prior approval before engaging in outside work, and to renew outside work permits every year in December (TEA, AFSCME, management and non-represented employees); and in June (sworn personnel.) Employees can apply for a new outside work permit at any time during the year, and as part of the revised on-boarding process, new employees are provided with an application, and information when they are hired. Volunteer service is not included as part of the Outside Work Permit Program, and employees are not required to report these activities to the Town. Currently, the Town employs 216 full-time and hourly/temporary employees. In this reporting period, the Town Manager approved 19 new/renewal applications for a total of 26 approved work permits. Attached is a spreadsheet sorted by department and employee job classification, along with a brief description of the type of secondary work approved. All 26 of the approved work permits are for work outside of Town limits. Of the 26 approved permits, 12 are from full-time employees, and 14 are from hourly/temporary employees.

5. **Commission/Board/Committee Vacancies – Status**

Attached for your information is the most current recruitment list for Boards, Commissions and Committees.

6. **Planning Commission Agenda**

Attached is a copy of the January 27 Planning Commission agenda indicating actions taken on each item.

7. **Town Office Closure**

Town administrative offices will be closed Monday, February 15 in observance of the Presidents Day holiday. PPW and Police dispatch and patrol will operate as is typical on weekend days.

LP:jj

Attachments

Outside Work Permit Update
Commission/Board/Committee Vacancies
Planning Commission Agenda